

**STATE OF CALIFORNIA
OFFICE OF THE ADJUTANT GENERAL
9800 Goethe Road - P. O. Box 269101
Sacramento, California 95826-9101**

CAAG-SP

2 March 2010

MEMORANDUM FOR See Distribution

SUBJECT: State Active Duty (SAD) Vacancy Announcement 2010-14 - Expires 17 March 2010

1. The Military Department is accepting applications for the temporary State Active Duty position indicated below. This position is a temporary backfill through 30 September 2011 for a service member currently serving on Federal Active Duty. A temporary appointment is greater than 30 days and provides full benefit status for the appointee and his/her beneficiaries. Continuation and subsequent extension of service of the selected applicant will be determined by the individual's performance of duty and continuation of funding. ***The service member selected for this position will be paid at their federal or California State Military Reserve pay grade, not to exceed 0-5.*** This vacancy announcement will expire on 17 March 2010 unless sooner rescinded.

2. This announcement has minimum requirements. Failure to comply with these requirements will cause your application to be rejected from consideration. While it is important for you to read the entire announcement closely, please pay particular attention to paragraphs 3, 4, 5 and the checklist at the end of this announcement.

a. TITLE AND PAY GRADE:	OIC, Medical Services Branch (SAD 0-5)
b. EMPLOYMENT LOCATION:	JFHQ, Sacramento, CA
c. PROJECTED EMPLOYMENT DATE:	1 April 2010
d. SELECTING SUPERVISOR:	G1, Army Division

3. The basic qualification requirements are:

a. **Military:** Members of the active or retired California National Guard or active members of the California State Military Reserve in the grades of O-4 through O-6 may apply.

b. **Education/Experience:** Completion of civilian and military educational requirements commensurate with the grade of the applicant is required. ***Attach highest levels of certification.***

c. **Military Assignments:** Assignments appropriate to the grade of the applicant

d. **Communication Skills:** Must possess excellent written and verbal communication skills and have the ability to communicate effectively with medical services and casualty operations for the Army National Guard and other individuals at various levels in both civilian and military organizations.

e. Applicant must meet and maintain physical fitness and height/weight requirements in accordance with published standards. ***Attach a copy of your military component's verification of these requirements.*** If a current member of the California State Military Reserve or a Retired California National Guard service member, complete and sign our height, weight and military appearance verification form available at <http://www.calguard.ca.gov/casp/Pages/sad.aspx> that indicates your current medical fitness.

f. Must be able to pass both State and Federal background checks.

g. Possess experience in Human Resource Management and Administration Services.

h. Possess thorough knowledge and skills necessary to consolidate data, combine information, conduct assessment, and effectively communicate information to Army Division and Senior Military Department Leadership.

i. Appropriate military uniform with federally recognized, or CSMR recognized, rank will be worn in accordance with military regulations.

4. Desirable qualifications include

a. Ability to interpret directives and policies.

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b. Possess strong leadership skills to motivate subordinates to perform as an effective workgroup team, achieving superior performance levels in attainment of organizational objectives.

5. Principle duty functions:

The incumbent works under the general direction of the Army Division G-1 within the Office of the Adjutant General, JFHQ and is responsible for;

- a. Supervising full-time employees, including command and control functions of branch NCO.
- b. Responds to casualty notification from DA and Casualty Area Command, servicing all branches of service, including AC/RC, within the State of California.
- c. Manages casualty notification, claims processing, family assistance, and training.
- d. Manages Line of Duty reporting, incapacitation pay, disability severance pay, military, and civilian medical bills, and other related medical programs for the California Army National Guard.
- e. Establishes programs to improve soldiers' medical care and benefits.
- f. Performs quality assurance and validates all medical claims for the CA ARNG.
- g. Provides in-depth analysis regarding disability entitlements for soldiers.
- h. Other duties as assigned.

6. Reimbursement for moving expenses *will not* be paid.

7. The individual selected for this position may be eligible for health, dental, vision and life insurance benefits. Other benefits may also be available to those who qualify such as Service Member Assistance Programs, Group Legal Services, Long-Term Disability Insurance, Long-Term Care Insurance, Retirement Annuity, Supplemental Investment and the Military Service Buy Back Program.

8. Interested applicants must submit a completed OTAG Form 900-8 (SAD Appointment Application) and all requested supporting documentation to Joint Force Headquarters, Director of State Personnel Programs, ATTN: CAAG-SP, #27, P.O. Box 269101, Sacramento, CA 95826-9101. Blank application forms may be obtained from the CAAG-SP website at www.calguard.ca.gov/casp/jobs/sad or by contacting Ms. Cheryl Arbaugh at (916) 854-3311 or DSN 466-3311. **Original applications must be received in the State Personnel office no later than the close of business on 17 March 2010. Applications will not be accepted via fax or e-mail.**

FOR THE ADJUTANT GENERAL:

Jeffrey W. Magram (2 Mar 10)
JEFFREY W. MAGRAM
Lieutenant Colonel, CA ANG
Director, State Personnel Programs

The following is a checklist to assist with the submission of a complete and accurate application. Explain negative responses.

Have you completed and signed your application form?	
Have you attached copies of your highest levels of military and civilian educational certificates?	
Have you attached a copy of your height, weight & physical test verifications?	